



VIETNAM 50th COMMEMORATION
PLANNING GROUP
Milwaukie City Hall
vietnam50@milwaukieoregon.gov

PLANNING AGENDA

May 21, 2015, 4:00 p.m.

[Agenda as of 5/18/2015]

1. Call to Order
 - a. Introductions
2. The Moving Wall Event:
 - a. Parade (Nieman)
 - i. Entries: Military and Community?
 - ii. Grand Marshall?
 - iii. Volunteers
 - b. Community Outreach/Special Event Permit Update (Wachs)
 - c. Public Relations and Marketing
 - i. Pamplin Media Insert Update (Wheeler)
 - ii. Finalized Poster (Nieman)
 - iii. Street Banner Pricing – McLoughlin
 - iv. Promotional Items to Order
 - d. Budget and Fundraising
 - i. Expense Obligations and Accounting (Nieman)
 - ii. Golf Carts and Port-a-Potties (Craig)
 - iii. Donors to be Listed in Publications (Craig)
 1. Threshold for Donors Published on Brochure
 - e. Daily Schedule
 - i. Speaker and Dignitary Invitations
 - f. Wall Platform/MHS Site Updates
 - i. Lighting Update
 - ii. Readers of Local Vietnam Casualties List (Stauffer)
 - iii. Wall Names Directory Received (Stauffer)
 - g. Parking
 - h. Vendors
 - i. Volunteer Recruitment (Hedges)
 - i. Snack Voucher to MHS Concessions?
 - j. Miscellaneous Topics
3. Other Commemorative Events
 - a. Flag Day Event (Sunday 6/14/15) at City Hall

Next Meeting: Thursday 6/11/2015, 4 p.m., at American Legion Post 180